

POSITION DESCRIPTION

District Manager

_____ Soil & Water Conservation District

Note: Other titles for this position might include; District Coordinator, Program Administrator, Executive Director

POSITION SUMMARY

The incumbent provides managerial, administrative, supervisory, educational, and technical support to the _____ County Soil and Water Conservation District Supervisors in carrying out the District's program in conformance with the purpose of the District as defined in the Indiana District Law (IC 14-32) This professional position requires skills and experience in program development and administration, communications and financial management. The position may require supervision of other District employees. The incumbent must possess technical knowledge and/or work experience in agriculture, urban, and natural resources management.

PRIMARY RESPONSIBILITIES

1. PROGRAM DEVELOPMENT/MANAGEMENT/ADMINISTRATION

- a. Understands the purpose, powers, programs, and responsibilities of the District.
- b. Seeks information and keeps Supervisors informed about local, state and federal regulations, laws, programs and/or activities that may impact the District.
- c. Assists in coordinating District programs with the programs and activities of personnel from NRCS, IDNR, CES, FSA and other agencies involved in the conservation of soil, water and related natural resources.
- d. Works with the District Finance Committee to draft an annual program budget.
- e. Prepares grant applications and other funding proposals as opportunities arise to enhance the District's program and/or accelerate the application of best management practices and technologies to improve soil and water quality and related natural resources in the county.
- f. Serves as the day-to-day manager/administrator for all conservation program grants received.
- g. Assists the District chairperson in planning and conducting monthly board meetings.
- h. Assists the Supervisors in planning and conducting the District's Annual Meeting.
- i. Assists the Supervisors in developing their 3-5 year business plan, annual plan of action and publishing a report on the District's mission, priority resource concerns, goals, planned actions and accomplishments.
- j. Assists District Supervisors in developing closer working relationships with local units of government as well as local, state and federal elected officials.
- k. At the request of the Supervisors, the incumbent may be required to supervise other District employees, prepare and update job descriptions, conduct evaluations, and recommend needed training, disciplinary action, and recognition of employee efforts.
- l. Assures that all funds are received and disbursed according to guidelines in the District Operations Manual and as per instructions from DNR-Division of Soil Conservation and/or the Indiana State Board of Accounts.
- m. Assures that a monthly written financial report is prepared for the Supervisors' review and approval. The report includes beginning and ending balances of all accounts, all receipts and disbursements, claims for approval, and status of all investments.
- n. Responds to telephone calls and walk-in requests for assistance and/or directs the requests to the appropriate SWCD, NRCS, DNR, or other agency personnel for assistance.
- o. Assures the inventory of office supplies and publications is sufficient to allow operations to continue efficiently and cost-effectively.
- p. Performs other duties as requested by the District Supervisors.

2. INFORMATION/EDUCATION

- a. Provides leadership in planning and implementing the District's information and education program.
- b. Prepares or oversees the layout of a District newsletter and annual report.
- c. Utilizes news releases, radio and TV interviews to promote the District's mission and programs.
- d. Presents programs to key county groups about the District's mission, responsibilities, programs, resources, and accomplishments. (*i.e. civic clubs, farm organizations, environmental groups, developers, etc.*)
- e. Coordinates technical tours, workshops, and programs for landusers interested in improving soil, water and related natural resources. Seeks cooperation and collaboration with Purdue Cooperative Extension Service and other conservation partners in planning and implementing these events.
- f. Provides soil, water and related natural resource information, educational resources, programs, and training to local school teachers (*i.e.: Project Wet, Water Riches, Riverwatch, Envirothon, etc.*) in cooperation with the Extension and others.

3. TECHNICAL

- a. Explains planning and application of conservation practices and how they improve soil and water quality to landusers and other interested audiences.
- b. Advises landusers about programs available to provide technical and financial assistance for applying conservation practices on their land.
- c. Assists the Natural Resources Conservation Service (NRCS), Department of Natural Resources (DNR), and other Soil and Water Conservation Districts (SWCD) personnel in survey, design, and planning of conservation practices.
- d. Assists the DNR-Division of Soil Conservation in implementing the state's Stormwater and Sediment Control Program (*Rule 5; Rule 13; and MS4's.*)
- e. Assists in supervising installation of conservation practices by land users and contractors.
- f. Provides soils information for agricultural, residential and/or commercial development to the County Planning Department.

POSITION REQUIREMENTS

- a. Bachelor of Science degree from an accredited university or college in physical, environmental, or earth science, and applicable experience in soil and water conservation technical experience.
- b. Excellent oral and written communication skills.
- c. Excellent organizational skills and ability to prioritize variable workload.
- d. Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District.
- e. Ability to use a computer for word processing, data, and financial management.
- f. Normal work hours will be 8 a.m. until 4:30 p.m. Monday through Friday. Limited attendance at night meetings or weekend activities will be necessary. The Supervisors determine policies on compensatory time as needed, in accordance with local SWCD and county guidelines and policies.
- g. Travel outside the office and the county on behalf of the District will be necessary and will be reimbursed at a rate determined by the Supervisors in accordance with county employee policies.
- h. A valid Indiana driver's license is required.

SUPERVISORY RELATIONSHIPS

- a. This position is under the direct supervision of the _____ County Soil and Water Conservation District Supervisors. Performance appraisal of this employee and decisions regarding salary and other compensation, disciplinary actions and termination of employment are the responsibility of the _____ County Soil and Water Conservation District Supervisors.
- b. The Supervisors will determine the incumbent's work schedule. Paid holidays, vacation leave, sick leave, leaves of absence, and employee conduct will follow the _____ County Personnel Policies Handbook.
- c. Incumbent is considered an employee of the county and is entitled to the same benefits and considerations as other county employees.

EVALUATION OF PERFORMANCE

- a. The incumbent will be subject to a 90-day probation period. Upon successful completion of the probation period, the Supervisors will provide the incumbent with a performance appraisal after the first 180 days on the job and then at least once per year after that date.
- b. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (*quantity, quality of work, and timeliness*).
- c. The Supervisors may seek input from other staff in performing this appraisal, but the Supervisors have final authority on decisions relative to performance appraisals and personnel actions.
- d. It is to be understood that the _____ County Soil and Water Conservation District Supervisors have the right to review and update the job description with input from the incumbent whenever deemed necessary.

SIGNATURE OF EMPLOYEE INDICATING POSITION DESCRIPTION REVIEWED AND UNDERSTOOD

This job description was reviewed by the employee, with all listed responsibilities, requirements, and relationships being understood by the undersigned.

_____, Employee _____ (Date)

JOB DESCRIPTION REVIEWED AND APPROVED BY THE SWCD SUPERVISORS

This job description was reviewed and approved by the following SWCD Supervisors at a meeting held

on _____ (date).

_____, Supervisor _____, Supervisor

_____, Supervisor _____, Supervisor

_____, Chair